



Function Room Contract

Functions that do not meet the required \$500 minimum food expense will be subjected to a room fee. Please ask manager for details.

Functions are booked from 11:00 - 3:00 PM and 6:00 - 10:00 PM. Some times can vary according to availability.

Functions are based on a four hour time period. Extended use of function room is \$50.00 per hour. This will be in form of gratuity which will be given directly to the staff for staying longer than expected.

No food or beverage is allowed to be brought in without prior approval. Cakes & cup cakes are allowed but you must supply your own service ware.

The function room has a maximum seating capacity of 64 people.

There is a \$40.00 server charge for parties of 24 or more in our function room for a server, if party is 48 or more an additional \$40.00 server charge is required.

There is a bartender charge of \$50.00 if bartender needed.

There is a \$40.00 linen charge if you choose to use the linens provided by Red's.

Decorations must be approved by Friendly Red's management. All display exhibits and decorations must conform to fire and safety codes. Tape, tacks, or staples are not allowed on any surface, wall, or ceiling. The Client is responsible for taking down all approved decorations before leaving. **Confetti is not permitted. If confetti is brought in, an additional \$150 clean up fee will be charged.**

Any damage done to the function room, hallway or bathrooms, the client who signed the contract will be responsible for a cost associated with fixing the damage.

A **Nonrefundable** deposit of \$200.00 plus tax (\$218.00 total) is required to reserve your function date. The \$200 will be deducted from your final payment.

A tentative guest count is expected with deposit. A guaranteed guest count and meal selection is expected 14 days prior to the function.

The balance of payment is due 7 days prior to the date of the function.

All prices subject to 9% NH Meals Tax, 20% gratuity.

If you would like to have an open bar for your event or for a period of time for your event a 20% gratuity will be added to you bar bill.

Payment is to be made in Cash, MasterCard, Visa, American Express, or Discover.

Any cancellations after the payment is made are nonrefundable.

Any food left over is not permitted to be taken after the event due to board of health advisements.

Red's loyalty points or redemptions are not honored in the function hall. Red's function hall is a separate business

Client Name Print: _____ **Date:** _____

Client Name Signature: _____ **Estimated Guests:** _____

Client Phone Number: _____ **Type of Event** _____

Client Home Address: _____

Client Email Address: _____

Date of the Event _____ **Time of the Event** _____

I have read and understand the guidelines set forth by Friendly Reds Catering.